



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 23, 1977	1. Agency Address Georgia Department of Agriculture Animal Industry Division Animal Disease Eradication Unit 19 Martin L. King Dr. Atlanta, Georgia 30334	Application Number 74-268-A	
Application Number 171		Date Received MAR 28 1977	Date Completed MAR 31 1977
2. Person to Contact Dr. John A. Kimsey <i>JK</i> State Vet.		Working Title	Telephone Number 656-3667
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>See note</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input checked="" type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) HOG BUYING STATION REPORT FILES <u>and</u> No 408 <u>and</u> INSPECTION REPORT LIVESTOCK BUYING STATION FILES No. 73-569	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Information contained in files are now same as in the LIVESTOCK BUYING STATION INSPECTION FILES, Aug 12, 1974, No. 74- 268. .			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 3 then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

see 73-569

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Elvis D. Sikes</i>	3-22-77	<i>Elvis D. Sikes</i>	3-22-77												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th></th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>3-29-77</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carroll Hart</i></td> <td>3-29-77</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>Robert J. Hill</i></td> <td>3-29-77</td> </tr> </tbody> </table>					State Records Committee (Signature)	Date	State Auditor/Designee	<i>[Signature]</i>	3-29-77	Secretary of State/Designee	<i>Carroll Hart</i>	3-29-77	Attorney General/Designee	<i>Robert J. Hill</i>	3-29-77
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STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date July 24, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 144		Date Received JUL 26 1974	Application No. 74-268 Date Completed AUG 12 1974
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - General Field Inspection Forces Animal Disease Eradication Section 19 Hunter St., S. W., Atlanta, Georgia 30334		4. Person to Contact <i>M. J. Lane</i> M. J. Lane	
		5. Working Title Director Gen. Field Insp. Forces	6. Tel. No. 656-3665

7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD 401, 12/4/72

<input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.
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8. Earliest & Latest Dates of Series 1970 to Date	9. Exact Series Title LIVESTOCK BUYING STATION INSPECTION FILES
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10. What is the function of the office in which this record series is created?

The Section administers Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for tuberculosis and brucellosis in cattle, and brucellosis in swine; receives affidavit from Herd Owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Inspection of Livestock Buying Stations for Sanitation and adequacy of facilities.

Included is: Inspection Report Livestock Buying Station - No. AG40-022-093

Files are arranged by month, thereunder by date of receipt in office.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records				
Letter-size File Drawers	1	1.5		In Office(s)	In Storage Area(s)	This Year's	Last Year's	Preceding Year's
Legal-size File Drawers			Floor Space Occupied (Square Feet)	0				
			AVERAGE DAILY REFERENCES	3				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ []
- 14. Is there a duplication of this series in another office or agency? [] ☒ []
- 15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] ☒ []
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
- 18. Could the function be performed if the files were lost or destroyed? ☒ []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
- 20. Does the record series provide data as input to an EDP file? [] ☒ []
- 21. Does the record series contain documentation produced as EDP printout? [] ☒ []
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] []

24. REQUIREMENTS. The following requires the files to be kept 12 ~~years~~ Months:
a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER monthly, then:
☒ Hold in the current files area 12 month(s)/ 1 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>[Signature]</u> Date <u>7-24-74</u>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>7-24-74</u>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>8-8-74</u>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>8-7-74</u>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>8-9-74</u>
	STATE RECORDS COMMITTEE <input checked="" type="checkbox"/>		